

Baltimore Convention Center

Job Announcement

Office of Human Resources

Secretary II

Please mail your completed City application or resume to:

Baltimore Convention Center
1 W. Pratt Street
Baltimore, MD 21201

DEPARTMENT: Accounting Department

SALARY: \$29,672

GRADE: 078

CLOSING DATE: November 2, 2016

POSITION DUTIES: The Secretary II performs a wide variety of administrative duties within the Accounting Operations Department which includes but not limited to: answering multiple telephone lines, maintaining schedules, composing correspondence, handling travel arrangements, filing, photocopying, faxing, distributing mail, Accounts Payable/Receivable, and other accounting related tasks.

MINIMUM QUALIFICATIONS:

EDUCATION: High School Diploma or GED Certificate.

EXPERIENCE: Two years of office support experience.

SELECTION PROCESS: Only candidates who meet the minimum qualifications will be considered for this classification. Send cover letter, resume, and/or applications to the Director of Human Resources, Baltimore Convention Center, 1 W. Pratt Street, Baltimore, Maryland 21201 or Email to jobs@bccenter.org

All applications must be submitted to the Human Resources Office no later than November 2, 2016.

Equal Opportunity Employer/Affirmative Action Employer